

CITY OF HAYWARD

JAILER I JAILER II

DEFINITION

To perform duties related to the booking, searching and monitoring of prisoners; to perform clerical duties related to prisoners' records; and to assist with other non sworn police activities as necessary.

DISTINGUISHING CHARACTERISTICS

Jailer I - This is the entry level class in the Jailer series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Jailer I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents' work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Jailer II - This is the full journey level class in the Jailer series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Jailer I

Receives immediate supervision from management or supervisory positions, and functional and technical supervision from a Senior Jailer.

Jailer II

Receives general supervision from management or supervisory positions, and functional and technical supervision from a Senior Jailer.

City of Hayward
Jailer I
Jailer II (Continued)

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Book prisoners in to the jail; prepare paperwork on prisoners; fingerprint and photograph prisoners.
2. Maintain light security of the jail; separate prisoners as necessary.
3. Inform prisoners of detention procedures including phone call rights.
4. Verify warrants and criminal history of prisoners on computer system.
5. Observe prisoners while in detention; report medical symptoms; prepare written documentation of behavior as necessary.
6. Transport prisoners to court.
7. Research information on teletypes for department personnel.
8. Respond to the public at the counter; provide information and data as appropriate; receive bail money; answer phones as necessary.
9. Perform general clerical duties as necessary.
10. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Jailer I

Knowledge of:

- A. English usage and grammar.
- B. Safe work practices.

Ability to:

- C. Learn jail policy and procedures.
- D. Learn basic self defense.

City of Hayward
Jailer I
Jailer II (Continued)

Ability to:

- E. Type accurately at a speed necessary for successful job performance.
- F. Prepare paperwork and reports on prisoner behavior.
- G. Communicate clearly and concisely, both orally and in writing.
- H. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is necessary.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Jailer II

In addition to the qualification of the Jailer I:

Knowledge of:

- I. Pertinent laws, regulations and rules related to the jail.
- J. Operating procedures of the jail.

Ability to:

- K. Perform jail duties with little supervision.

City of Hayward
Jailer I
Jailer II (Continued)

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience performing duties similar to the Jailer I with the city of Hayward.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: One year

0162CS90 (Jailer I)

0163CS90 (Jailer II)

October 1987

Revised May 1990

AAP GROUP: 10

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt